

PARENT

Handbook



KOROROIT CREEK KINDERGARTEN

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OUR PHILOSOPHY



WELCOME TO OUR KINDERGARTEN, A PLACE FOR YOU TO WONDER, TO QUESTION, PLAY, AND LEARN. HERE YOU WILL BE SAFE AMONGST FRIENDS AND CARED FOR BY TRUSTED EDUCATORS WITH WHOM YOU CAN DISCUSS YOUR WORRIES AND CONCERNS SAFELY.

TOGETHER WE ACKNOWLEDGE THIS LAND WHERE WE LEARN AND PLAY AND ITS FIRST PEOPLE, THE WURUNDJERI PEOPLE OF THE KULIN NATION, AND MAKE AN ONGOING COMMITMENT TO AUTHENTICALLY EMBED ABORIGINAL CULTURE WITHIN OUR KINDERGARTEN.

KNOW THAT YOU WILL FIND SPACES - INSIDE AND OUT - THAT ARE WARM, WONDROUS, AND EXCITING. WE WILL SUPPORT YOU TO PARTICIPATE, HAVE FUN, CHALLENGE YOU TO TAKE RISKS IN PLAY, AND FOSTER YOUR WELL-BEING THROUGH POSITIVE RELATIONSHIPS.

WE WILL ACKNOWLEDGE THE KNOWLEDGE YOU BRING FROM HOME; WE WILL LISTEN TO YOUR IDEAS AND TAKE THEM SERIOUSLY, THEN CAREFULLY THINK ABOUT HOW TO HELP YOU TAKE THEM FURTHER.

HERE, YOU WILL BEGIN TO TAKE YOUR PLACE IN A GLOBAL COMMUNITY, PREPARING FOR SCHOOL, LEARNING SKILLS FOR LIFE, AND MAKING SENSE OF THE WORLD. WE WILL EXPLORE WITH YOU THE WONDERS OF THE NATURAL WORLD, PLANTING THE SEEDS FOR A SUSTAINABLE FUTURE.

WE WELCOME YOUR FAMILY, OTHER PROFESSIONALS, AND MEMBERS OF THE BROADER COMMUNITY AND INVITE THEM TO SHARE WITH US THEIR CULTURE, LANGUAGE, KNOWLEDGE, AND EXPERTISE TO ACHIEVE SHARED GOALS.

HERE WE ARE CONTINUALLY REFLECTING ON OUR PRACTICES AND PRINCIPLES CREATING A STRONG CULTURE OF PROFESSIONAL INQUIRY AND GROWTH TO SUPPORT YOU EVERY STEP OF THE WAY.

REMEMBER, WE ARE ALL ON THIS LEARNING JOURNEY TOGETHER.

GOVERNANCE STRUCTURE

K-6 PRINCIPAL/APPROVED PROVIDER:

Bethany Riseley

KINDERGARTEN DIRECTOR

Havovi Antia

KINDERGARTEN EDUCATIONAL LEADER

Stephanie Maaka

NOMINATED SUPERVISOR:

Jayshree Joshi

KINDERGARTEN TEACHERS (3 and 4-Year-Old):

Jayshree Joshi, Preeti Dhadwal, Caitlin Payne, Annelise Hall , Rachel Elkins and Taylor Nicovska

KINDERGARTEN ASSISTANTS:

Anna Bordignon, Joanne Carroll, Laura Millauro, Amal Haoushar, Lisa Causovski, Natasha Mangion, Angel Ong , Frances D'Amico and Aruni Jayamali

FINANCE AND ADMINISTRATION MANAGER:

Karen Ogilvie

MANAGEMENT :

The School Council Executive Officer (School Principal) manages the operation of the Kindergarten and reports to School Council, which meets twice a term.

CONTACT DETAILS:

ADDRESS:

130 Tenterfield Drive, Burnside Heights, 3023

PHONE:

Kinder Office 8358 0641 or
School Office 8358 0600

EMAIL:

kororoit.creek.kin@kindergarten.vic.gov.au

TERM DATES FOR 2026:

Term 1: 28 January – 02 April

Term 2: 20 April – 26 June

Term 3: 13 July – 18 September

Term 4: 06 October – 19 December

WELCOME TO OUR KINDERGARTEN



Welcome to Kororoit Creek Kindergarten. We are delighted that you have chosen to be part of our learning community during your child's pre-school years and thank you for entrusting your children's education to us. The partnership formed between the Melton Shire Council and Kororoit Creek Primary School has made the development of this kindergarten facility a reality and is one that we continually strive to develop and consolidate.

We know that your child will enjoy an exceptional level of care and individualised learning at our Kindergarten. Our practice is underpinned by our Philosophy, which reflects our commitment to an emergent curriculum, sustainable practices and family connections.

Our School values of lifelong and personalised learning are extended into our Kindergarten context and we are looking forward to forming a partnership with you as you begin the educational journey through Kindergarten with your child.

Our aim is to deliver a rich, comprehensive program that meets the needs of the individual child and provides

a nurturing environment that is supportive, fun, stimulating and safe. The learning needs of students are addressed through the Victorian Early Years Learning Framework (VEYLDF) as well as the Primary Years Programme of the International Baccalaureate (PYP).

Additionally, we offer specialist sessions for both 3 and 4-year olds, which will further integrate Mindfulness, Music, Art and Physical Education into your child's program. We believe this approach will provide additional opportunities for all children.

Buddy programs with the school, as well as visits to the Library and Assembly will also work to support a smooth, cohesive transition for those children who may go on to attend Kororoit Creek Primary School.

Limits on behavior will apply and will be based on consideration of health, safety and respect for the rights of others. These expectations will be established with the children and be in line with the directives set down by the Department of Education and will ensure equity for all children.

We hope that the following information gives you an understanding of the way our Kindergarten operates and the ways in which you can be involved.

We look forward to working with you and to providing the best learning opportunities and outcomes for your children.

GROUPS

4-YEAR-OLD

| | | |
|----------|----------------------|--------------|
| OPTION 1 | MONDAY AND WEDNESDAY | 8:30 TO 4:00 |
| OPTION 2 | TUESDAY AND THURSDAY | 8:30 TO 4:00 |

3-YEAR-OLDS

| | | |
|----------|----------------------|--------------|
| OPTION 1 | THURSDAY AND FRIDAY | 8:30 TO 4:00 |
| OPTION 2 | TUESDAY AND FRIDAY | 8:30 TO 4:00 |
| OPTION 3 | WEDNESDAY AND FRIDAY | 8:30 TO 4:00 |

(Children will be able to attend kinder only after they turn 3. A spot will be reserved for your child till they turn 3)

FEES

Kinder is free for all 3 and 4 year old groups

CURRICULUM

AT KOROROIT CREEK KINDERGARTEN WE BELIEVE A FORMALISED LINK BETWEEN PRE-SCHOOL AND SCHOOL ENABLES GREATER CURRICULUM CONTINUITY AND A SHARED KNOWLEDGE OF CHILDREN AND FAMILIES. THIS CREATES AN ENJOYABLE ENVIRONMENT AND ENABLES STRONG POSITIVE LINKS BETWEEN PARENTS, STUDENTS AND THE COMMUNITY ENSURING A REWARDING AND FULFILLING KINDERGARTEN PROGRAM DEVELOPED ON THE LOVE OF PRODUCTIVE PLAY, EXPLORATION, INQUIRY AND LEARNING.



Kororoit Creek Primary School and Kindergarten is a fully authorized IB World School running the **Primary Years Programme (PYP)**. The Kindergarten uses the PYP framework to develop internationally minded people, recognising that common humanity and shared guardianship of the planet help to create a better and more peaceful world.

Learners at our school strive to be:

Inquirers Knowledgeable
Thinkers Communicators
Principled Open-minded
Caring Risk-takers
Balanced

We believe children learn best from a constructivist approach. It is acknowledged that learners have beliefs about how the world works based on their experiences and prior knowledge. These beliefs, models or constructs are revisited and revised in the light of new experiences and further learning.



The Victorian Early Years Learning and Development Framework (VEYLDF) upholds the image of the child as a rights holder and a competent learner with capacities to learn from birth.

Practice Principles: The Practice Principles assists the educators in the way they approach the child, learning environment and families. The 7 practice principles are:

- Reflective practice
- Partnerships with families
- High expectations for every child
- Respectful relationships and responsive engagement
- Equity and Diversity
- Assessment for learning and development
- Integrated teaching and learning approaches
- Partnerships with professionals

Learning Outcomes:

There are 5 broad outcomes identified in the Victorian Framework that the educators help child to achieve in their kinder years.

- Children have a strong sense of identity
- Children are connected with and contribute to their world
- Children have a strong sense of wellbeing
- Children are confident and involved learners
- Children are effective communicators

TRANSITION TO SCHOOL

MAKING LEARNING VISIBLE:

STORYPARK PORTAL

“Starting school is a major life transition for children and their families. It is a time of change that can be both challenging and exciting. There is a growing body of research that widely acknowledges the importance of the transition to school. We know that starting school is a significant moment for children and their families and, while a majority of children make this transition successfully, it is sometimes associated with anxiety, uncertainty and confusion”.

These are some things adapted by the kinder for a smooth transition from kindergarten to Kororoit Creek School .

- Children use the school facilities for specialist program like the School Gym, playgrounds, library and Wetlands.
- We have a comprehensive Prep transition program which is planned by the kinder and primary school leadership team in Term4, where children have an opportunity to visit the Prep rooms and be involved in the learning.
- In the last term Prep teachers visit children frequently to observe the children at play and chat to the kinder staff.
- The School Wellbeing officer is involved in assessment and understanding children’s diverse needs before they start school.
- There is ongoing conversation with the prep teachers, parents and kinder teachers.

Our program plans and monthly reflections are displayed on the Curriculum Wall in the foyer and on Storypark, an online portal.

Please take the time to read through these program plans and contribute your ideas to the teacher. Your ideas and feedback are vital to our program and help us understand you and your child's interest and knowledge.

Educators will record children’s individual learning journeys throughout the year, which is a collection of the children’s work, observations, learning, reflections and photos. All of this will be uploaded on Storypark. Please take the time to enjoy these records of learning with your child and feel free to share these with your wider family or friends. You and your child are always welcome to add to your reflections on these stories.

All kinder notices, events, reminders, policies and messages will be shared on ‘Storypark regularly’.

Discussion with parents is a vital part of the program allowing educators to talk about your child’s progress with you. As session times are quite busy, please make arrangements with the teacher for a suitable time, either before or after the session, for such a discussion. The kindergarten teacher will help parents with any queries and, if necessary, we will refer you to other professionals who may be of some help.

CHILD SAFETY

Kororoit Creek Kindergarten's Commitment to Child Safety:

- The safety and wellbeing of children will always be our priority
- We are committed to the participation and empowerment of all children.
- We support and respect all children and uphold their rights to always feel and be safe.
- We have zero tolerance of child abuse. All allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures.
- We follow our duty of care and legal obligations to contact authorities when we are worried about a child's safety.
- Our organisation is committed to preventing child abuse, identifying risks early, and removing and reducing these risks.
- Our organisation has robust human resources and recruitment practices for all staff, and volunteers.
- We will ensure that there is an appropriate screening process for staff and volunteers and that they have a current Working with Children's Check (WWCC) or that they have a current registration with the Victorian Institute of Teaching.
- Our organisation is committed to regularly training and educating staff on child abuse risks and how to interact and behave with children.
- We are committed to providing and promoting the cultural safety of Aboriginal children and the cultural safety of children from culturally and/or linguistically diverse backgrounds.
- We are committed to providing and promoting safe environments for all children, including vulnerable children, children with disability, trans, gender diverse, LGBTQ+ children and their families.
- We will ensure that all staff understand the process for reporting any child safety issues and are supported by the Centre Director and School Principal.
- We are committed to ensuring that Management, staff and volunteers understand that child safety is everyone's responsibility.

We acknowledge and respect the United Nations Convention on the Rights of the Child, and uphold that all children feel and are safe at all times.

We share optimism that our environment supports and empowers children as it is fundamental to their ability to learn and develop. We are responsible for creating child safe and child friendly environments where children feel safe.

Children with additional needs:

All children of eligible age have the right to a placement in kindergarten, regardless of any additional needs. Teachers will work closely with the child and family and encourage families to fully utilise the available support while attending Kororoit Creek Kindergarten. The Preschool Field Officer is also available to enhance your child's experience at the kindergarten program. Please contact Melton Shire Office on 9747 7200 for further details

Communication:

Communication is important to keep parents/guardians informed about what is happening in the kindergarten. Notifications/Events and emails will be sent out from time to time on 'Storypark'.

There is a notice pocket for each child in the classroom. The notice pockets hang on the wall near the lockers. Please check these pockets on a regular basis. It may be helpful to make a place at home for posting notices about excursions, rosters, meeting dates etc. Please also remember to check the sign-in area of our child's room for any important notices.

Newsletter outlining our Unit of Inquiry, program and special events will be posted every term.

Excursions & Incursions:

Excursions provide the opportunity for children to explore and learn outside the boundaries of the kindergarten. In order for these excursions to occur, written authorisation from parents/guardians is essential.

A form stating the date, destination, method of transport, activities, cost (if any), number of staff and adults to accompany and supervise will be provided for you to sign before each excursion. These must be signed and returned to the kindergarten in order for your child to attend the excursion.

Children will also embark on local excursions on the School site and the local community as a regular part of their program and transition to Primary School. This will include visits to the school library, classrooms and assembly. Sessions may be rescheduled or altered to allow for excursions or special activities at the kindergarten.

Concerns and Complaints:

If at any time throughout the year you have concerns about your child or the kindergarten program, please do not hesitate to approach your child's teacher to make a suitable time to discuss them. Alternatively, you may wish to contact our Centre Director or the School Principal on 8358 0600.

Emergency Evacuations Procedure:

Kororoit Creek Kindergarten has an emergency evacuation plan on display in the kindergarten room. The staff practice emergency drills with the children throughout the year so that they are familiar with the procedure. Refer to appendix C

REST TIME AND MINDFULNESS

We understand children are different and have different bodily needs. All children will have the opportunity to rest or have a quiet solitary time throughout the day. We have set up quiet spaces for the children to relax and wind down in these peaceful places away from the busyness of the classroom. Various mindfulness tools are also provided for children to practise their breathing and enjoy being in the moment.

If your child needs a sleep, please talk with the teacher to ensure they are supported to do this. While we do provide mattresses, you might like to send a comforting toy or blanket to help them to sleep.



PARENT PARTICIPATION

BEGINNING KINDERGARTEN:

BEGINNING KINDERGARTEN IS USUALLY A HAPPY EXPERIENCE FOR YOUR CHILD. YOUR CHILD MAY CONFIDENTLY TACKLE THE NEW SITUATION ENTHUSIASTICALLY OR, IF A LITTLE UNSURE, MAY BECOME HESITANT BY THE NEW EXPERIENCE. ALL CHILDREN ARE INDIVIDUALS AND WILL REACT TO THE KINDERGARTEN EXPERIENCE IN VARYING WAYS. THIS IS NOT AN INDICATION OF AN ONGOING ISSUE BUT AN INITIAL REACTION TO A NEW EXPERIENCE WHICH WE WILL WORK CLOSELY WITH FAMILIES ON.

WHILST SOME CHILDREN ARE NATURALLY OUTGOING AND CONFIDENT, IT IS ALSO NATURAL FOR SOME CHILDREN TO BE RELUCTANT TO LEAVE THEIR PARENT/GUARDIAN. FOR THESE CHILDREN, PARENTS/GUARDIANS ARE ENCOURAGED TO STAY FOR A SHORT TIME PAST THE USUAL DROP-OFF TIME UNTIL YOUR CHILD/CHILDREN HAVE SETTLED.

SAYING GOODBYE



Please ensure that you say a proper goodbye to your child and reassure them that you will be picking them up. Leaving abruptly without saying a proper goodbye will upset your child and they will worry that you may not be coming back. Whilst it is important to say goodbye we ask that parents make it a quick goodbye so that children can settle. The longer the goodbye is then the more anxious the child will become.

FAMILIES HELPING AT KINDER



Families are welcome to attend kindergarten sessions and be involved with children's activities. This gives staff an opportunity to work closely with individual children. The kindergarten has parent helper rosters. Please consult the teacher and a time can be chosen.

Parents helping gives you an opportunity to:

- Spend valuable time with your child (children enjoy their parents' involvement and often look forward to these occasions)
- See the program in progress
- Get to know the kindergarten staff and your child's friends

Some ways in which parents can assist the kindergarten include:

- Sharing special skills (cooking, gardening, music)
- Reading stories, including stories in your mother tongue
- Attending excursions
- Mending broken equipment / assembling new equipment
- Fundraising
- Making resources, laminating / contacting items including books and other play resources

All parent helpers should obtain a Working with Children Check .



FAMILY SUPPORT:

The kindergarten teacher is able to advise parents of appropriate services that are available within the community, e.g. MCHN, Djerriwarrah Health Services, Play Groups, Toy Library, Speech Therapy etc.

Allied Health Professionals – Psychologists, OT and Speech Therapists will also be supporting the service.



PRESCHOOL FIELD OFFICER :

The Preschool Field Officer (PSFO) is an early childhood professional, experienced in working with children who are having difficulty in the kindergarten setting. The PSFO may attend the kindergarten to observe the children. If they have any concerns about your child you will be notified and the PSFO will arrange a meeting with you to discuss any issues or concerns. The PSFO is based at the Melton Shire Office. Parents and the kindergarten teachers are able to make contact on (03) 9747 7200.

BEHAVIOUR GUIDANCE :



The teachers and assistants are committed to the safety and wellbeing of all children, staff and volunteers attending our Centre.

Kinder's behaviour guidance consists of a variety of ways that we can help children learn to guide or 'self manage' their behaviour to learn acceptable behaviour. Encouraging children to reflect on their actions and the impact those actions have on themselves, others and the environment around them.

Please feel free to approach the kindergarten teacher if you have any concerns regarding your child's behavior and would like to discuss guidance techniques.

ARRIVAL AND DEPARTURE

PLEASE TRY AND BE PROMPT WITH THE ARRIVAL AND DEPARTURE TIMES TO HELP TRANSITIONS. THE TIME OF ARRIVAL AND DEPARTURE OF EACH CHILD MUST BE RECORDED EACH DAY AS PER THE CHILDREN'S SERVICES REGULATIONS.

ON ARRIVAL WRITE IN THE TIME AND SIGN BESIDE IT IN THE SPACE PROVIDED. PLEASE ENSURE THAT THE EXACT TIME IS RECORDED. ON DEPARTURE FILL IN THE TIME YOU COLLECT YOUR CHILD AND SIGN OUT.

IT IS ESSENTIAL THAT TEACHERS ARE INFORMED IF A PERSON OTHER THAN THE AUTHORISED PARENT/GUARDIAN WILL BE COLLECTING YOUR CHILD. THE LIST IS RESTRICTED TO THE PEOPLE NOMINATED ON THE CHILD'S ENROLMENT FORM. CHILDREN WILL NOT BE RELEASED TO ANY PERSON THAT IS NOT KNOWN BY THE TEACHER, IF SOMEONE ELSE IS TO COLLECT YOUR CHILD YOU MUST SEND AN EMAIL, LETTER OR AS A VERY LAST RESORT CALL THE KINDERGARTEN.

ON ARRIVAL

- Inform staff of any new medication your child is taking
- Inform staff of any new contact numbers or early pick up times
- Inform staff of anything you feel may help in caring for your child that day
- Please read notice board in foyer for information
- Check named pockets for notices and newsletters
- Assist your child in putting their bag in their locker and getting out their drink bottle to place in the room
- Assist your child to wash your hands upon commencement of the session
- Parents can play a major role in the program development by keeping the staff informed of children's current interests. In this way it is possible to plan for the individual child's development.

LATE PICK UP

Please respect the fact that our centre is not licensed to supervise children after hours. Staff often have meetings to attend after session, and wish to utilise their planning time as efficiently as possible. If you are late, or think that you may be, please notify the centre as soon as possible on 8358 0634. Any late pick-ups will be recorded in a separate sign-out book so that we can monitor ongoing issues.

CUSTODY OR RESIDENCY

Where custody or residency is an issue, parents are requested to fully inform staff of the conditions of the Order, and a photocopy must be kept with the child's Enrolment Form. Staff should be kept up to date with information relating to custody and the collection of the child. We appreciate that this is sensitive information and will ensure that it is kept confidential.

WHAT DO CHILDREN NEED TO GET ?

- A school bag to carry belongings
- A hat (wide brimmed or legionnaire's hat), throughout the year.
- (Please Note: Kororoit Creek Hats will be provided to all children and should be stored in your child's bag. Please ensure the hat is washed regularly and returned to kinder for EVERY session.)
- A change of clothing including underwear (in case of any toileting accidents or messy play). Please label all your child's spare clothes.
- A healthy snack and lunch.
- A large labelled drink bottle. Water is our preferred drink.
- One box of tissues per term. These will be shared as needed.



CLOTHING

We will do our best to protect the children's clothing by providing smocks to wear during painting, water play and other messy activities. It is unavoidable that some clothing will become soiled. Please send children in clothes that wash easily, and that children aren't afraid to get dirty.

- Kororoit Creek Kindergarten T-shirts with the kindergarten logo are available in three colours and can be purchased from the school office. These T-shirts are optional.
- Please ensure all clothing worn or brought to kindergarten is clearly labelled.
- Encourage independence, by dressing children in clothes that they can manage themselves.
- Avoid long dresses which hinder children when running and climbing.
- Please ensure that children do NOT wear strappy or strapless tops as these are not conducive to either being sun-safe during warmer weather or playing on equipment.
- Note that thongs or strappy sandals are NOT permitted and that closed toe shoes must be worn by ALL children.
- Coats are required in cold weather as an outdoor program is provided for the children all year around.

SUNSCREEN AND HATS :

- Kororoit Creek Kindergarten hats will be provided to all children and should remain in your child's kinder bag throughout the year. Children without hats will have to remain inside. Additional hats can be purchased from the kinder.
- It is our policy that staff and children wear sunscreen and a hat when the UV is high. The kindergarten will provide sunscreen for children to re-apply during the day.

TOYS

Children are not encouraged to bring toys from home unless it is for a special event or a security toy is needed during sessions or for rest time. Please ensure any toys brought to kindergarten are labeled. We do not accept responsibility for any lost, missing or damaged items.

HEALTHY EATING

PLEASE NOTE THAT OUR ENTIRE KINDERGARTEN IS A NUT AWARE AREA. THIS MEANS NO FOODS CONTAINING NUTS SUCH AS NUTELLA, NUT MUESLI BARS OR PEANUT BUTTER ETC. MAY BE BROUGHT TO KINDERGARTEN.

We promote healthy eating habits and dental hygiene at kindergarten. Lollies, potato chips, chewing gum and soft drink are not permitted, nor are glass-bottled drinks. Children bring their own food and drink.

Ideas for a healthy lunch box at kindergarten:

- Cheese sticks
- Cheese and crackers
- Healthy Sandwich / Rotis / Wraps
- Pieces of fresh fruit
- Salad
- Noodles, pasta, rice, dumplings etc.
- Popcorn
- Sultanas
- Fruit salad
- Pieces of fruit
- Vegetable sticks with dip
- Nut free muesli bar
- Homemade pizza
- Pretzels
- Pikelets with healthy spread on top.
- Rice cakes



BIRTHDAY CELEBRATION:

Birthday cakes are often a significant part of the way children and families celebrate their special birth or name day. We are happy to support the tradition at school and kindergarten but request that you speak to your child's teacher beforehand, if you wish you can provide small cupcakes to share. We also request that there are no lolly bags provided. Due to privacy issues we are unable to supply group lists to parents, teachers will give you the number of cupcakes required for the group.

ILLNESS AND MEDICATION

Illness :

The well being of the children is the highest priority at our kindergarten. We are particularly sympathetic and understanding of the concerns of working parents and we try to accommodate the difficulties associated with sick children. **However, to ensure a high level of health throughout the kindergarten, cross infection must be kept to a minimum, therefore children are requested to be kept at home when ill.**

Under health regulations, COVID-19 and any infectious diseases (e.g. conjunctivitis, head lice, measles, chicken pox etc.) must be reported to the teacher ASAP. COVID-19 isolation rules will apply as per department guidelines at the time.

If your child is infectious or unwell, please refer to the Department of Human Services Exclusion Table – Appendix B for further details. A note informing parents of infection will be placed on the kindergarten room door but no child will be identified.

If a child becomes ill at the kindergarten, the teacher will:

- Make the child comfortable and provide supervision or first aid
- Contact parents immediately on numbers provided and request that the child be taken home
- If parents cannot be reached, staff will call emergency contact numbers as per enrolment form.

We strictly follow the exclusion table for infectious diseases applicable to early childhood services. Refer to this website to get a full list of the table.

<https://www.health.vic.gov.au/infectious-diseases/school-exclusion-table>

Allergies, Asthma, Anaphylaxis, and Other Medical Conditions:

Parents/guardians of children who suffer from allergies/anaphylaxis/other medical conditions (i.e. diabetes, epilepsy) are required to provide an **Action Plan** signed by a medical professional.

A Risk Minimisation Plan must also be completed with your children's teacher as soon as practicable. Please ensure that your child's kindergarten teacher is informed of any allergies or sensitivities before beginning kindergarten, as a short discussion is required to work through your child's risk management plan.

Parents must inform staff of any changes throughout the year especially with regards to student health management plans and newly diagnosed conditions.

**** Note – It is the responsibility of parents to ensure a valid Management Plan is given to Kinder staff. Management plans should be completed by a doctor must always be updated prior to expiry.**

Medication:

If your child is well enough to attend kindergarten but requires medication, then the Children's Services Regulations require parent/guardian authorisation in the medication book. Medication will only be administered if it is written in the medication book. All medications must be handed to a staff member and not left in your child's bag.

The Children's Services Regulations has the following requirements when medication is administered at kindergarten:

- Medication should be stored in its original container and must be clearly labelled with the child's name, required dosage and expiry date.
- The name of the medication, dosage amount and administration times must be written into the medication record and be signed by the parent/guardian.

Injuries or serious accidents:

The kindergarten staff maintain current First Aid Certificates. In the event of a serious injury, one teacher will carry out any first aid required and the other teacher will phone an ambulance and parents/guardians or emergency contacts. For any incidents, the staff will carry out any necessary first aid. The teacher will then fill out an accident incident report, outlining details of the accident and injury and actions taken. Parents/guardians sign this report to acknowledge awareness of the accident.

Health and Absences:

If your child is ill, please do not send him/her to kindergarten until they are well again.

Government Regulations state how long a child must be excluded from kindergarten depending on different illnesses and diseases. A list of the applicable illnesses and diseases is attached at Appendix B of this handbook, and exclusion times for illnesses and diseases are also on display in the kindergarten. You may also wish to speak to the teacher.

****If you are going away on holidays please let the teacher know if your child is going to be absent for more than two days ****

Please do not hesitate to speak with the kindergarten staff if you have any queries about this handbook. We hope your family enjoys this very special year at Kororoit Creek Kindergarten.

Appendix C: Emergency Evacuation Procedure

If it is unsafe for children, staff and visitors to remain inside the building, the Kindergarten will be evacuated.

- Alert other staff and the Nominated Supervisor / Incident Controller of the emergency by pressing the red evacuation button located in each kindergarten room.
- Nominated Supervisor / Incident Controller to call 000.
- Communications Officer to call the School Principal, and inform Maternal and Child Health Staff/other visitors to the building. Logistics Officer locks internal automatic door.
- Inform emergency services of the nature of the emergency (e.g. "There is smoke in the building").
- If the decision to evacuate on-site is made, Logistics Officer leads the evacuation of staff, children and visitors out of the building to the School Oval (rear exit of Kindergarten).
- If evacuation is off-site, Logistics Officer leads the evacuation of staff, children and visitors out of the building and proceeds to the Sports Oval on Tenterfield Drive (opposite front entrance to Kindergarten)
- Teachers should take the children's attendance list and room First Aid kit, including medication.
- Assemble the children a short distance from the building and undertake a head count. If any children are missing the Teacher should hand the First Aid Kit and class roll/sign in book to the Assistant and then look for the missing child/children while the other children are escorted to safety.
- Nominated Supervisor to collect Emergency Back Pack, Mobile Phone & Key Information Book.
- Once at assembly area, check all children, staff and visitors are accounted for.
- Wait for emergency services to arrive or provide further information.
- Phone parents/guardians to advise them of the situation and whether there is a need for the children to be collected. Parents are to be advised to collect their children from the Kororoit Creek Primary School oval.
- Wait at the oval for parents to arrive or return to the Kindergarten if advised by the Emergency Services that it is safe to do so.
- Children to be marked off the class roll/sign in book when collected by parents, if necessary.

Contact Details :

Website – <https://kororoitcreekps.vic.edu.au/>

email– kororoit.creek.kin@kindergarten.vic.gov.au

Phone Number – 83580600/ 83580641

Follow us on Instagram @ Kororoitcreek.primary.kinder